

CLASS SPECIFICATION

County of Fairfax, Virginia

CLASS CODE: 1151

TITLE: DEPUTY DIRECTOR, PURCHASING AND SUPPLY MANAGEMENT

GRADE: S-32

DEFINITION:

Under general direction, assists the agency Director in overseeing the operations of a centralized procurement system for all supplies, equipment, and services for all county agencies, including the Fairfax County School System and other ancillary authorities; directs the operations of a central warehouse and consolidated distribution system that supports the requirements of the instructional and related programs of the school system and provides common use items to other county departments; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a single position class.

ILLUSTRATIVE DUTIES:

Directs the purchasing process that involves formal bids, purchase orders, leases, agreements, and contracts;
Oversees the supply management and distribution system;
Serves as the County representative on the Council of Governments Purchasing Officers Committee working with other jurisdictions in cooperative purchasing efforts;
Reviews all contractual documents for accuracy and compliance with applicable laws, regulations, and procedures;
Complies with federal, state, and local purchasing, warehousing, and material handling requirements by studying existing and new legislation and enforcing adherence to requirements;
Develops consolidated purchasing programs to achieve greater operational efficiency and lower costs;
Assists in the development of policies and procedures regarding procurement and receiving operations;
Makes recommendations regarding options such as the lease versus purchase of equipment and the in-house versus contracted provision of services;
Provides procurement guidance to agencies and assists in the resolution of problems;
Monitors the inventory management and control system and validates the accuracy of inventory levels through periodic site visits and spot checks at the central warehouse;
Oversees the excess and surplus property program and ensures cost-effective disposal or redistribution actions are taken;
Insures user requirements are processed in a timely manner and monitors customer service in terms of response time to requisitions and stock outs;
Coordinates the development and/or enhancement of automated information systems;
Ensures the efficient flow of documents throughout the purchasing operation;

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Reviews the administration of contracts to prevent lapses in contracts;
Develops, justifies, and manages the budget;
Keeps abreast of economic and purchasing conditions as they relate to the County purchasing operation to position the County as advantageously as possible;
Maintains professional and technical knowledge by attending workshops, reviewing professional publications, and participating in professional societies;
Responds to the purchasing agent on matters requiring clarification or correction;
Acts as the purchasing agent in the absence of the agency director.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of purchasing and supply principles, laws, methods, and procedures;
Considerable knowledge of sources of supply, commodity pricing methods, and marketing practices;
Working knowledge of the various types of materials, supplies, and equipment generally used by the County;
Working knowledge of accounting practices as applied to procurement and supply activities;
Ability to plan and supervise the work of a staff;
Ability to use sound judgement in making independent decisions;
Ability to utilize an automated procurement processing system;
Ability to communicate effectively, both orally and in writing;
Ability to establish and maintain effective interpersonal relationships.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:
Graduation from a four-year college or university with a degree in public administration, business administration, or a related field; PLUS
Courses in purchasing and supply; PLUS
Six years of increasingly responsible technical experience in a centralized supply and purchasing program preferably in government or with a corporation involved in buying a great variety of products, including two to four years of increasingly responsible supervisory experience in a centralized purchasing and supply program.

CERTIFICATION AND LICENSES REQUIRED:

Certification by a nationally recognized professional purchasing organization is required.

NECESSARY SPECIAL REQUIREMENTS:

This position, because it is one with financial responsibility, will be subject to a criminal history record check and credit check as a condition of hiring and periodically thereafter. Applicant or employee will be required to submit a request for a criminal history record check and credit check to the appropriate agency. **Applicants/employee in this position must demonstrate financial responsibility in personal finances as a condition of employment.**

REVISED: April 16, 2002
ESTABLISHED: October 8, 1999